

Apprentice FAQ

Revised 2/2/2015

1) WHERE CAN I OBTAIN MORE INFORMATION ON A CAREER IN FUNERAL SERVICE?

Visit the NFDA's website and view the Exploring a Career in Funeral Service page.

2) HOW MUCH MONEY WILL I MAKE AS AN APPRENTICE?

The Rules require employment at a funeral establishment for a period of 12 months. The Board does not specify the hours or pay. Each funeral home will vary so make sure to discuss hours and pay with your employer before agreeing to work for them.

3) WHAT PAPER WORK DO I FILE WITH THE BOARD IF I HAVE CHANGED FUNERAL HOMES DURING MY APPRENTICESHIP?

Please print off the Apprentice Change of Funeral Home or Funeral Director/Embalmer. After you fill out the form and sign on the appropriate lines, have the new supervising funeral director(s) and/or embalmer(s) sign off on the affidavit, get it notarized, and mail it back to the board office. Your new apprenticeship papers will be mailed to your new place of employment marked to your attention. Please allow at least two weeks for the new papers to arrive.

4) WHAT IF THE FUNERAL DIRECTOR/EMBALMER THAT SIGNS MY REPORTS CHANGES DURING MY APPRENTICESHIP?

Please print off the Apprentice Change of Funeral Home or Funeral Director/Embalmer. Have the new supervising funeral director and/or embalmer sign off on the affidavit, get it notarized, and mail it back to the board office. Your new apprenticeship papers will be mailed to your new place of employment. Please allow up to two weeks for the new papers to arrive.

5) WHAT IF MY SUPERVISING FUNERAL DIRECTOR/EMBALMER IS ON VACATION AND CAN'T SIGN MY REPORT?

Unless a licensed funeral director and/or embalmer has signed the employment affidavit, they are not eligible to sign your apprentice report. If you would like them to be able to sign the reports, you must fill out the Apprentice Change of Funeral Home or Funeral Director/Embalmer form, have the funeral director and/or embalmer sign on the appropriate lines, have the form notarized, and send it in along with your quarterly report. Reports may be rejected and be considered a failure to file if a funeral director/embalmer who signs the forms has not been listed on an employment affidavit for the apprentice.

6) WHAT IF I DIDN'T GET ANY FUNERALS OR EMBALMINGS DURING A QUARTER? DO I STILL HAVE TO TURN IN A QUARTERLY REPORT?

Yes. Not only does this show that you are still actively employed at the funeral home, but it also counts towards the twelve months of reporting required to obtain your funeral director and/or embalmer's license per §59-396.3(B)

7) WHEN DOES MY APPRENTICESHIP OFFICALLY END?

12 months from when you started, the date is on each report and on your wall license. However, your apprenticeship is cancelled by the Board should you fail to file one quarterly report.

8) WHAT HAPPENS IF I GET LICENSED DURING MY APPRENTICESHIP EXTENSION TERM?

Once you are a licensed funeral director and embalmer, your apprenticeship automatically stops.

9) WHAT IF I DON'T FILE ONE QUARTERLY REPORT DURING MY APPRENTICESHIP?

Your apprenticeship is cancelled and you must file for an extension.

10) MY APPRENTICESHIP IS OVER IN JULY, BUT MY LAST QUARTERLY REPORT IS SUPPOSED TO INCLUDE NUMBERS FROM THREE MONTHS PRIOR. HOW MAY I REPORT MY JULY NUMBERS?

You may report these numbers on a separate report should you choose. Please include a letter of explanation, including your name, the date of the end of your apprenticeship, and your apprentice number. Send in the report in a timely fashion.

11) I NEED TO FILE FOR AN EXTENSION. WHAT DOCUMENTS ARE REQUIRED TO FILE FOR AN APPRENTICESHIP REGISTRATION EXTENSION?

Please review the Apprentice Registration Renewal form and/or review the Rules and Regulations of the Oklahoma Funeral Board 235:10-3-5(c)(4).